

City of Bedford Heights Community Center



Membership Handbook

The Bedford Heights Community Life Department

Mission

The Bedford Heights Community Life Department is committed to educating and enlightening individuals, families by offering a wide range of recreational and social opportunities essential to the health and well-being of the community. Our goal is to manage the facility with a commitment to excellent customer service.

Vision

The Bedford Heights Community Life Department will serve as a model for premier recreational, social and wellness programs for residents living in close knit communities.

Facilities

Lucille Reed Park and Municipal Pool

The Lucille Reed Park is located at 24780 Eldridge Boulevard on 22 acres of open green space. The park has a large pavilion, a Tennis Court, Basketball Courts, Sand Volleyball, Tot Lot playground, Tether Ball, 5-12-year-old playground structure and restroom facilities.

The Out-Door Municipal Pool consist of a large pool, with one-meter diving board, 22-foot water flume, raindrop sprinkler, lounging area, concessions, shower and restroom facilities.

Metro Estates Neighborhood Park

The Metro Estates Park is located at 6634 Basswood Drive on 25 acres of land in the middle of the Metro Estates community. The park has two large pavilions, children's basketball court, a large basketball court, tot lot, 5-12-year-old playground and large open green space.

City Hall Municipal Park and FunTown Playground

The Municipal Park is behind City Hall Complex. The park has six (6) Baseball Diamonds, 2 Score Boxes, four Basketball Courts, Sports Building, and a Community Garden. The park sits on 1.93 acres.

Fun Town Playground

In August of 2010, hundreds of volunteers built the Fun Town Playground located in the City Hall Municipal Park. The playground was built using recycled/green/sustainable materials. Some of the playground features include a rocket, fire pole, wave slide, rock wall, and balance beams. The Tot Lot play area features a sand box, wide slide, playhouse, and car. In addition, benches are located throughout to make the playground a cool, relaxing area for the entire family. The playground design was chosen based on input from 1,925 Bedford City School District students representing all four elementary schools.

Community Center

The Community Center is located at 5615 Perkins Road, in the municipal complex along with Bedford Heights City Hall, the Fire and Police Departments. The center provides a wide variety of

programs and activities designed to meet the needs of the community patrons of all ages and interest. Programs are provided in the following areas: Sports and Leagues, Aquatics, Fitness, Recreation, and Senior and Disabilities Services.

Community Center Hours of Operation

- Monday-Friday 6AM to 8:30PM
- Saturday 9AM to 4PM

Holiday Closings

- New Year's Day
- President's Day
- Good Friday
- Memorial Day
- Veterans' Day
- Independence Day
- Special Event Closings will be posted
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Martin Luther King Day
- Labor Day
- Columbus Day

In-Door Pool Hours

- Monday-Friday 7AM-12PM & 3PM-8PM
- Saturday 9:30AM-3:30PM

Out-Door Pool Hours (Summer Season)

- Monday-Saturday 1PM-7PM

Parks and Playgrounds (Seasonal)

- Monday-Sunday Dawn till Dusk

Access to the Community Life Center

Upon entering the Bedford Heights Community Center, all individuals are required to check in at the front desk and have their membership card scanned. An activity pass, drop-in pass or guest admission can be purchased for those who qualify and do not have a membership.

All members are required to have their membership ID to swipe or another form of ID available to show to front desk staff to permit access to facility services.

Membership Services

Membership to the Bedford Heights Community Center is open to all residents of the Bedford City School District community (Bedford Heights, Bedford, Oakwood Village and Walton Hills), Bedford Heights businesses and members of the Bedford Heights Chamber of Commerce.

A membership is required to participate in city-sponsored activities, programs events and facility usage held in the community center with the following exceptions: fee-based activities, special events and those activities, programs and events presented by organizations registered with the Community Center.

Membership Access Points

Members and their guest have access to the following areas in the facilities:

- Multi-Court Gymnasium
- Fitness Center
- Lap Pool
- Therapy Pool
- Sauna
- Whirlpool
- Racquetball Courts
- Batting and Golf Cages
- Elevated Track
- Game Room with Pool Table, Table Tennis, and Air Hockey Table
- Learning Center
- Senior Activity Room (BH seniors and persons with disabilities only)

General Age Access Restriction

Ages 5 and under-Will have access to the facility only with adult supervision when participating in a special event or activity. Not eligible for membership services.

Ages 6-9 Youth must be accompanied by an adult member when visiting the facility. Youth can be included in the Family Membership Pass. Youth are not able to use the Fitness Center or the Track.

Ages 10 and over May enter the community center at any time.

Under age 15 Must leave the center after 6:30pm Monday-Friday

Specific Age Restriction

In an effort to provide a safe environment for all patrons, the following age restriction applies to specific areas of the facility listed below:

Natatorium	Age 10 and older can use without adult supervision
Track	Age 12 with adult supervision; Age 15 and older without
Fitness Room	Age 15 and older
Racquetball Court	Age 15 and older
Sauna	Age 16 and older
Whirlpool	Age 16 and older

Membership Application Process

To become a member of the Bedford Heights Community Center you must complete a Membership Application form. All applicants must be listed on the form. The applicant must present a valid photo identification and current proof of residency. Proof of age, disability and marriage may also require verification at point of application. Membership cannot be purchased without these documents.

Membership Identification Cards

- A picture is taken at the time a new membership is purchased to produce an identification card. Identification cards will be issued to each family member identified on the membership application.
- Members are required to swipe their cards every time they enter the facility. In the event a member does not have their identification card, they must be checked in by the front desk staff.
- Unless otherwise indicated, all memberships shall be annual passes and will expire one year from the date issued.
- Lost or misplaced membership ID cards need to be replaced. A fee of \$2.00 will be charged for a first-time replacement. A \$5.00 fee will be charged for every replacement thereafter. Such fees are non-refundable.

Forms of Payment

Full payment for membership or programs must be made at time of registration. The Bedford Heights Community Center will accept cash, personal checks, credit cards (Visa, MasterCard, or Discover) and money orders.

Refund Policy

Fees paid to the city for any pass or program set forth above shall not be refunded under any condition.

Guest Policy

Only ADULT members are entitled to bring up to 3 guests into the Bedford Heights Community Center at one time. **All Adult Guest must show photo ID at the time of visit.**

Adults are defined as:

- Members 18 years of age or older with an Individual Membership or Business Membership
- Members 18 years of age or older with a Senior/Disabled Membership
- Parents on Family Memberships
- Grandparents on Family Memberships
- Members 18 years of age or older with a College Connector Membership

It is imperative that the member remain with their guest(s) the entire time they are visiting the Bedford Heights Community Center.

Guests will be required to follow all rules and regulations of the Community Center. Failure to do so will result in expulsion from the premises. Members will be responsible for the guest following all rules and regulations and for any and all damages that are incurred. Membership passes can and will be revoked in the event rules and regulations are violated by their guests.

Failure to comply with this policy may result in the suspension of your membership privileges for a period to be determined by the director of the Community Center.

Front Desk

The front desk staff is available to provide information about the facility and services at the Bedford Heights Community Center. Front desk operations include, selling and validating memberships, processing program registration, issuing equipment, selling occasional merchandise, and addressing patron concerns.

Equipment Issuance

Equipment checkout is available at the front desk for the patron with a valid ID. Equipment that can be issued includes basketballs, pool balls, rack & sticks, table tennis paddles & balls, exercise belts, locks, etc. The patron's photo ID is kept at the front desk and will be returned when the equipment is returned. Patrons are responsible for repair or replacement costs for equipment they have lost or damaged.

Locker Rooms

The Bedford Heights Community Center has separate locker rooms for men and women. They are available for use during normal hours of operation. Patrons are responsible for bringing their own towels. The Community Center will provide locks. Non-Community Center locks will be cut off and the contents removed and placed in the lost and found daily.

Photo and Video Policy

To protect the privacy of members and patrons, individuals wishing to take pictures or videos of the facility or special programs must request approval from the Center's director. Use of a cell phone, video, or camera is not permitted in the locker rooms.

On occasion, the Bedford Heights Community Center staff will take photos or videos of participants enrolled in programs, classes, activities and events. These photos are for recreational marketing use only and may be used in future program guides, brochures, pamphlets or flyers. Names of participants are not disclosed for any photos utilized in marketing materials. Participants may opt out of these pictures on behalf of themselves or their minor child or ward, upon notification to the community life director or her designate.

Food, Beverages, Tobacco, and Alcohol

- No food or drink is permitted anywhere in the facility, except in designated eating area, unless it has been approved by the Bedford Heights staff.
- Possession or consumption of alcoholic beverages is prohibited, except at approved functions where there are one or two armed police officers on duty.
- Smoking or tobacco use in any form is prohibited in the facility.

Clothing/Shoes

- Patrons must wear shirts in all areas of the facility, except for the Natatorium.
- Shoes are required except in the locker rooms and the Natatorium.
- In an effort to minimize damage to the floor surfaces, patrons are asked to wear clean athletic shoes that have scuff resistant non-marking soles.
- Proper exercise attire is required. All clothing must exhibit good taste and contain no obscene or offensive words or pictures.

Lost and Found

The Bedford Heights Community Center is not responsible for lost or stolen items. Patrons are encouraged to store and lock all personal items in provided lockers. All items found should be turned into the Front Desk. All articles, with the exception of valuables (i.e. watches, jewelry, wallets), found in the facility will be placed in lost and found and kept for one week and then donated to a charitable organization. Staff members are not permitted to hold valuables or bags for patrons.

Accident and Injuries

- All accidents should be reported to the Supervisor on duty.
- Open wounds/bleeding must be covered to participate in any area of the facility. Clothing soiled with bodily fluids must be changed.
- First-aid supplies (ice, Band-Aids, gauze, gloves) are available to patrons to be self-administered.
- The staff is available to call an ambulance upon request. If the person is unconscious or unable to respond, an ambulance will be called.
- All accidents/injuries requiring assistance will require a staff member to complete an Accident/Injury Form. Cooperation in obtaining the patron information necessary for completion of this form is requested.

Vandalism or Theft

Incidents involving vandalism or theft should be reported to the Front Desk immediately. The Bedford Heights Police Department will be called in to file a report immediately. Detailed incident reports must be completed for each incident by the appropriate staff person. Names of individuals involved, addresses, phone numbers, descriptions of the incident and action to be taken should be included on all reports.

Patron Warnings

The Bedford Heights Community Center staff should give a verbal warning for general problems the first time they occur. At the time of the warning, the individual will be informed of the specific problem with their behavior and that it will not be tolerated. If a patron refuses to cooperate after he/she has received one warning, the violator should be warned a second time to discontinue the infraction or leave the facility. If a patron continues to violate the policy, the patron may be suspended from the facility. The suspension length depends on the infraction. For children ages 17 and under, a parent/legal guardian will be contacted and informed of the situation. All warnings will be documented in the Incident Report Form by Bedford Heights Staff.

General Rules

- Smoking is not permitted. This is a non-smoking facility. Drinking of alcoholic beverages, intoxication, or the use of drugs will not be tolerated.
- Any misuse of membership ID cards will result in the confiscation of the card and immediate suspension.
- The community center is not responsible for lost or stolen items. Students loitering inside or outside the facility will not be tolerated. Students not participating in activities or without membership privileges will not be permitted in the facility.
- Adults who bring their children in after 6:30PM must stay with them.
- No radios or boom boxes; Walkman's only.

- Membership privileges are subject to suspension or non-renewal if members harass, use profanity or are offensive to other members and staff.
- When the threat of potential harm exists to other patrons/property, The City of Bedford Heights reserves the right to revoke the membership of any member to ensure safety.
- At 6:30PM, Monday –Friday, students under the age of 15 must leave the center unless accompanied by an adult.
- Vandalism and stealing will not be tolerated.
- Violation of rules will lead to indefinite suspension from the Community Center and the possibility of cancellation of membership.
- Members are financially responsible for all damages incurred by them or their guest to community center property.
- Facility will close promptly at posted times. All patrons must leave facility 5 min prior to close. An announcement will be made 30 and 15 minutes prior to close.
- No weapons of any sort shall be brought into the facilities.

Gymnasium Rules

- All change of clothes, street shoes, gym bags, duffel bags and backpacks are not allowed in the gym before, during and after gym activities (valuables included). All participants' goods and valuables must be placed in Men's or Women's lockers in the locker room.
- You must secure a lock from the Center or bring your own. All lockers must be secured with a lock if goods and valuables are present.
- Only proper athletic sports attire will be permitted on the Basketball Courts at all time.
- Between the Hours of 3:00pm – 6:30pm the Gym is split into 2 Half Basketball Courts one in which school aged children may utilize for open gym and the other for adult usage. There are no **FULL COURT GAMES** during this period.
- No Street shoes on the gymnasium floor at any time.
- No spitting or throwing of objects at anyone or against the walls will be permitted. No profanity or slanderous language will be permitted.
- No headphones, iPods, or electronic devices will be permitted in the gymnasium.
- No hanging on the rims or attempting to slam-dunk the ball will be permitted.
- No fighting or excessive:
 - Taunting
 - Arguing
 - Horseplay
- Anyone suspected or caught stealing on premise – will be turned over to the Bedford Heights Police Department for investigation or prosecution.
- No food or drink allowed in the gymnasium at any time.
- Any disrespect to fellow members, participants or administrative staff will result in suspension of privileges and membership.
- No loitering on the track by adults and children at any time is permitted.
- No leaning on or climbing on the protective railings on the track is permitted at any time. No viewing of gymnasium floor events or contest will be permitted at any time from the gymnasium track.
- All youth under the age of 15 not accompanied by an adult must exit the building at 6:30 p.m.
- No "skins" play is allowed. Adults, Youth and Children must maintain proper dress code.

- Anyone caught or suspected of sneaking non-members into the building will be turned over to the police and membership suspended.
- Non-adherence to any of the above could mean suspension or revocation of center membership.

Natatorium Rules

- Lifeguards have the responsibility for the safety of all swimmers; please follow their directions.
- Natatorium deck is only open in the presence of a certified lifeguard according to
- O.R.C. 3701-3 1-04(e)(4), in the absence/incapacity of a lifeguard all patrons must exit the pool deck immediately.
- Lifeguards may require anyone of questionable swimming ability to take a deep-water swim test before using water over their head.
- Set-up for the pool varies. Check with the lifeguard as to what areas are available. Classes and rentals may restrict the availability of certain areas of the pool.
- You must shower before and after use of the pool, whirlpool and sauna
- Bathing suits required only! No cut offs or other forms of exercise attire permitted.
- Children under age 10 must be accompanied by an adult/guardian.
- Non-swimmers stay in shallow water.
- No diving permitted.
- Persons with communicable diseases/ infections are not permitted in pool.
- For warmth and safety, we recommend that swimmers towel dry off before exiting pool area.
- Not running, pushing, or causing horseplay can prevent accidents.
- Water toys will be permitted at designated times.
- Please keep food, drinks, or glass out of pool area.
- You **must be 16** to use the whirlpool or sauna.
- Do not stay in sauna or whirlpool longer than **10 minutes** without cooling off before going back in.
- Lap lanes are for continuous swimming. Be considerate of others. Two or more people can swim in a lane. Circle swim by staying to the right.
- Hanging on the lane lines is not permitted.
- Lifeguards or any staff member reserve the right to remove anyone from the pool.
- Clean cotton t-shirts and sarongs are allowed on the pool deck; however, patrons must have on proper swim attire underneath.
- All infants/toddlers that require a diaper must wear swimmer diapers and proper swimwear.
- Prohibited Clothing: "Street clothes," Brazil/French-cut, thong style and/or revealing swim wear, cut-off jeans, jeans, skirts, shorts, sport bras, leotards, leggings, dri-fit wear, compression shorts and compression shirts are prohibited. Underwear and undergarments are not allowed to be worn under swimsuits.
- Street shoes are not permitted on the pool deck. You must remove your shoes before entering in the pool area or leave them in a locker. Flip flops, crocs, and deck shoes are permitted. Deck/Water Tennis Shoes that will/can be worn in the water must be approved by the Aquatics Manager, and must be carried to the pool area not worn in the hallway.
- Read and follow all posted guidelines.

Fitness Center

- Work out at your own pace.
- Wear appropriate athletic shoes and clothing. Zippered clothing, jewelry, bare feet, sandals, socks only and jeans are prohibited. Please refrain from wearing perfume or cologne.
- Carry a workout towel and use paper towels to wipe off equipment when finished.
- No food or drinks in room. Water bottles with a closeable top are permitted.
- Do not spit in the drinking fountain. No-one under the age of 15 is permitted in the weight room.
- Youth aged 15-17 years may use the weight room only after they have received an orientation of the rules and equipment in the fitness area.
- Be courteous when using drinking fountain. If there is a line, do not fill up your water bottle.
- Discard chewing gum in the waste basket upon entering the fitness/weight room.
- Avoid making loud sounds (banging weights, yelling, dropping weights).
- Be patient when waiting for equipment and efficient when using equipment.
- Be aware and considerate of others around you. Stand away from weight rack while lifting so that others may use the weights.
- Re-rack weights and return all other accessories to their proper locations.
- Misuse of equipment may result in immediate expulsion.
- Observe 30-minute time limitation on all aerobic equipment and sign-up sheets.
- Ask if you may “work-in” and let others “work-in”.
- When working-in with someone, return the seat and weight to the last user’s set-up. All equipment must remain in the fitness/weight room.
- Personal stereos (headsets) are acceptable. “Boom Boxes” are not. Refrain from using loud, profane or slanderous language.
- When lifting free weights, use the “Buddy System”.
- Bag gloves are required for punching bag usage.

MEMBERSHIP PACKAGES

Family: Adult(s) living with a child or children. (Children who are age 6 to 18 (and still in High School) and children under the age of 6 are free with adult member)

Bedford Heights		Bedford School District	
Yearly Membership	\$100	Yearly Membership	\$350
Six (6) months	\$ 60	Six (6) months	\$210
Extra fee per member over 4	\$ 15	Extra fee per member over 4	\$ 20

Individuals: Single Resident age 18 and over

Bedford Heights		Bedford School District	
Yearly Membership	\$ 75	Yearly Membership	\$275
Six (6) months	\$ 45	Six (6) months	\$150

Senior/Disabled: Senior age 60 and over. Disabled eligibility must have proof of permanent disability

Bedford Heights		Bedford School District	
Yearly Membership	\$ 15	Yearly Membership	\$115
		Six (6) months	\$ 80

Student: Children age 10 to 18 (and in high school) years of age

Bedford Heights		Bedford School District	
Yearly Membership	\$ 50	Yearly Membership	\$125
Six (6) months	\$ 30	Six (6) months	\$ 85

OTHER	Bedford Heights	Bedford School District	Description
Daily Drop-In Fee (Ages 18 and Older)	\$10	\$15	One day pass for Center Facilities Only
Guest Fee – Children (6 to 14)	\$3	\$10	Must be accompanied by member who is 18 years of age or older. Children age 5 and under are free
Guest Fee – Adult (15 & over)	\$5	\$10	Same as above
Guest Fee – Outdoor Pool	\$5	\$10	Must be accompanied by a member.
Community Sampler	\$25	\$50	One month trial membership per year. Immediately in the following month the sampler can be upgraded to a full membership package minus the cost of the sampler.
College Connector	\$25	\$50	Comprehensive Pass for resident college student attending college away; may use during their spring, winter, and summer breaks.
Annual Business Pass Annual Corporate Pass Six (6) months 6 month Pass 6 month Corporate Pass	\$200 \$600 \$120 \$360	N/A	Business Located in Bedford Heights or a member of the Bedford Heights Chamber of Commerce. Corporate membership for four (4) employees of the same company

The City of Bedford Heights Community Center

5615 Perkins Road
Bedford Heights, OH 44146
(440) 786-3290

Mayor Fletcher D. Berger

City Council

Harvey L. Brown, Ward 2, President
Alton A. Tinker, Ward 3, Vice President
Lloyd D. Anderson, Ward 1, Community Life Committee Chairperson
Kay Gary, Ward 4
Kathie Kelso-Perez, At-Large
Wendy J. Grant, At-Large
Philip D. Saunders, At-Large

Community Center Staff

Director

Ruth I. Gray, MSSA

Supervisor

Bill Starkey

Aquatics & Sports Manager

Felicia Toth

Front Desk Services

Joeann Warren-Bey
Margaret Fears
Donna Walker
Shirley Stubbs

Fitness/Weight Room

Jim Mitchell
Donovan Gaines

Aquatics Staff

Karla Park
Dion Johnson Jr.
Donovan Whitfield
Dontel Jefferson
Te'Andre Dobbins
Tristian Croucher
Jesse Harris

Maintenance

Steve Hufenbach

Senior/Disabilities Services Office

Mia Bridgeman-Administrative

Senior Transportation Drivers

Andrea Hryb
Lee Evans Jr.
Gerald Waite

Martial Arts Instructor

Ed Wetzel

Racquetball Instructor

Tim Machan